



February 2007

Dear District Test Coordinator:

Enclosed is your Test Coordinator's Packet of informational materials for the Spring 2007 Missouri Assessment Program—Communication Arts and Mathematics (Required Assessments) and Science and Social Studies (Voluntary Assessments). Please take time to carefully read the Test Coordinator's Manual and all enclosed materials. Please reference page 2 of the Test Coordinator's Manual for a summary of MAP changes for 2007.

Test books and Examiner's Manuals will be shipped separately to the district's shipping address. Your district will receive the test materials beginning March 5 and concluding by March 13, 2007. This year's testing window is March 26 – April 27, 2007. The early return test window is March 26 – April 13, 2007. If there are schools within your district participating in the early return state scaling sample, you will find a notice in the District Test Coordinator Packet.

Please check the materials in your Test Coordinator Packet against the packing list. If you did not receive all of the materials listed or require additional materials please use the Add/Short Form to order additional materials included in your Test Coordinator Packet. Remember, only the District Test Coordinator should be contacting CTB/McGraw-Hill to request additional materials. You must coordinate with School Test Coordinators to insure schools have the test materials required to administer the MAP. Please **call the CTB/McGraw-Hill Missouri Assessment Program Service Line at 1-800-544-9868 with questions or requests for additional testing materials.**

IMPORTANT NOTICE

Please review the Materials Ordering and Inventory Information flyer for information on inventory related processes and improvements including information on: ordering additional MAP materials; expediting shipment of MAP materials; simplifying inventory of MAP materials.

The test books are secure materials. Please make arrangements for securing the test books while they are in your possession – **you must be able to account for 100% return of the test books to CTB/McGraw-Hill when testing is complete.**

Large Print and Braille editions of the assessments, if ordered, will be provided in a separate shipment within the same timeline as the regular edition materials. Shipment will be delivered no later than March 13, 2007. Test books and Examiner's Manuals will be included in the shipment of Large Print and Braille test materials.

District Enclosures:

- 1 – District Packing List
- 1 – Cover Letter (this document)
- 1 – Materials Ordering and Inventory Information flyer
- 1 – Embedded Field Test Item List (Voluntary Only)
- 1 – Security Barcode Verification Form
- 1 – Add/Short Form
- 1 – Braille Omit Return Instruction Sheet
- 1 – Student Barcode Label Instruction Sheet
- 1 – Early Return Instruction Sheet (if selected)
- Set Orange "Early Return" Labels (if selected)
- Set Color-coded Return Address Shipping Labels
- 2 – Test Coordinator's Manuals

School Enclosures:

- 1 – School Packing List
- 1 – Cover Letter (this document)
- 0 – Security Barcode Verification Form (distributed by District)
- 1 – Add/Short Form
- 1 – Braille Omit Return Instruction Sheet
- Set School/Group List (SGL)
- Set Group Information Sheets (GISs)
- Set Color-coded Content Area Labels
- Set Unused Book Labels
- 2 – Test Coordinator's Manuals
- 1 – Student Barcode Label Instruction Sheet
- 1 – Student Pre-code Roster
- Set Blank Student Barcode Labels
- Set Student Barcode Labels